



## **EPAF EDIT EXISTING JOB - USER MANUAL**

This manual provides step by step information on how to enter a change to an existing job.

**Developed by:**  
**Learning & Development Group**  
**Human Resources Diversity & Inclusion**  
**1/4/2013**



# EPAF Edit existing Job - User Manual

## EPAF AUTOMATED FORMS


ePAF (electronic personnel action form) is a module within PeopleSoft that allows for paperless employment transactions such as hiring an employee, job or pay changes and ending employment. The ePAF is initiated by a department initiator then it is electronically routed for appropriate approvals, notifications and finally entered by HR into the system.

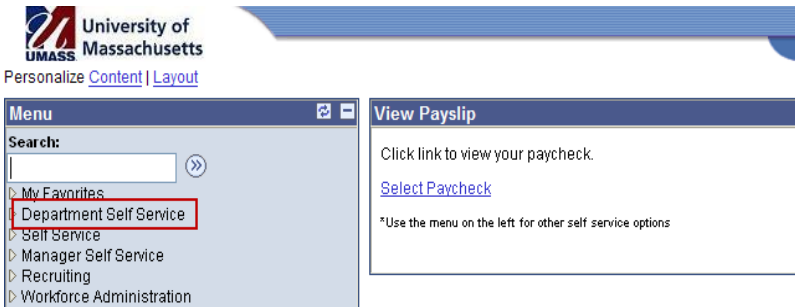
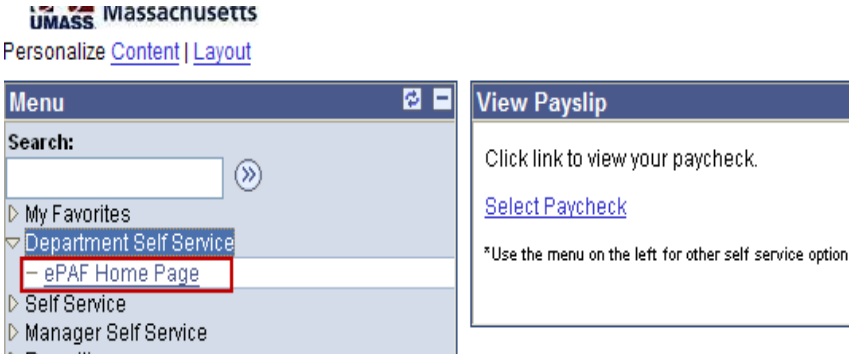
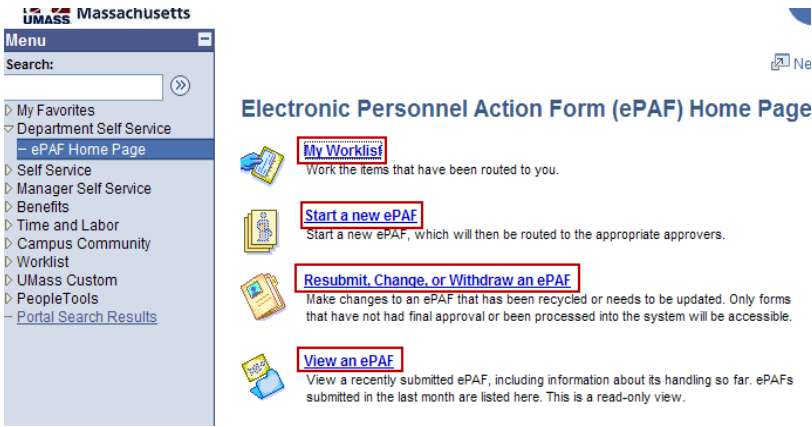
## Processing Employee Job Change


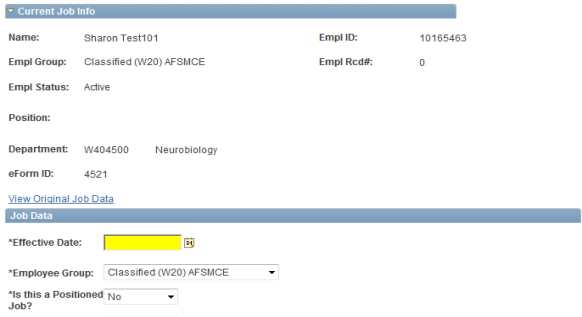
Upon completion of this section, you will be able to enter:

- I. Transfer - Have Department Access
- II. Pay Rate Change
- III. Change in Time
- IV. Non-Benefitted to Benefitted status change
- V. Benefitted to Non-Benefitted status change
- VI. Promotion
- VII. Funding Change

## I. Processing Employee Job Change: Enter a Transfer

Step	Action
1.	<p>Begin by logging into <a href="#">HR Direct</a></p>  <p>The self-service application available to all UMASS Medical School employees to manage their human resource and payroll information.</p>

Step	Action
2.	<p>Click the <b>Department Self Service</b> link.</p>  <p>The screenshot shows the University of Massachusetts portal. The left menu has 'Department Self Service' highlighted with a red box. The right side shows a 'View Payslip' section with a link to 'Select Payslip'.</p>
3.	<p>Click on the <b>ePAF Home Page</b> link.</p>  <p>The screenshot shows the University of Massachusetts portal. The left menu has 'ePAF Home Page' highlighted with a red box. The right side shows a 'View Payslip' section with a link to 'Select Payslip'.</p>
4.	<p>This is the <b>ePAF Home Page</b>. Here you will see links to:</p> <ul style="list-style-type: none"> <li>• My Worklist</li> <li>• Start a new ePAF</li> <li>• Resubmit, Change or Withdraw an ePAF</li> <li>• View an ePAF</li> </ul> <p>Click on <b>Start a new ePAF</b> link.</p>  <p>The screenshot shows the 'Electronic Personnel Action Form (ePAF) Home Page'. The left menu has 'ePAF Home Page' highlighted. The main content area lists four links: 'My Worklist', 'Start a new ePAF', 'Resubmit, Change, or Withdraw an ePAF', and 'View an ePAF'. Each link is accompanied by a brief description of its function.</p>

Step	Action
5.	<p><b>1.</b> If you do not have access to the employee's department, use the "Transfer No Department Access" procedure.</p> <p><b>2.</b> If you have access to the employee, then continue.</p> <p>In this example you do have access to the employee, therefore, "Edit Existing Job" is used. Click <b>Edit Existing Job</b> link.</p> 
6.	<p>Enter the Employee ID, Click the <b>Search</b> button.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text"/> <input type="button" value="Search"/></p> <p>Empl Rcd Nbr: <input type="text"/> <input type="button" value="Search"/></p> <p>Name: <input type="text"/> <input type="button" value="Search"/></p> <p>Last Name: <input type="text"/> <input type="button" value="Search"/></p> <p>Department: <input type="text"/> <input type="button" value="Search"/></p> <p>Employee Group: <input type="text"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>
7.	<p>Current Job Info will populate. <b>Note the Form Id #</b></p> 

8. Enter **Effective Date**, tab out of field. Review each of the categories and make appropriate changes for the new department.

**Job Data**

\*Effective Date: 07/01/2013

\*Employee Group: Classified (W20) AFSMCE

\*Is this a Positioned Job? No

Supervisor ID: 10004158 Gail Phillips

\*Department: W404501 Neurodiagnostics

\*Job Code: ME0053 Console Operator

\*Full/Part Time: Full-Time

\*Location Code: MED SCHOOL Medical School

\*Regular/Temporary: Regular

\*Standard Hours: 20.00 \*FTE: 0.500000

Mail Drop ID: IM1

<< Previous Next >>

9. For the field "**Is this a positioned job?**" Use the following guide:  
 If employee is in a positioned job, select "**Yes**" and enter position number. All fields will populate.  
 If employee is not in a positioned job, select "**No**" and complete all fields. Click **Next**

\*Effective Date: 12/01/2012

\*Employee Group: Post Doc

\*Is this a Positioned Job? No

Supervisor ID: 10021872

\*Department: W875016 Data Center

\*Job Code: MB1222 Analyst, Data

\*Full/Part Time: Full-Time

\*Location Code: MED SCHOOL Medical School

\*Regular/Temporary: Regular

\*Standard Hours: 40.00 \*FTE: 1.000000

Mail Drop ID: IM1

10. For non positioned employees, click **Department Look up** if needed

**Job Data**

\*Effective Date: 12/07/2012

\*Employee Group: Professional (W60) Non U

\*Is this a Positioned Job? Yes

\*Position Number: 00022252 Appl

Reports To Position Number:

\*Department: W875000

\*Job Code: MC2037 Appl

\*Location Code: SOUTH ST South

\*Standard Hours: 40.00 \*FTE: 1.000

Mail Drop ID: I16

**Look Up**

**Look Up Department**

SetID: UMWOR

Department: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-21 of 21 Last

Department	Description
W416710	JP Administration
W416711	JP - Computer Services
W875000	Information Services
W875010	Chief Information Officer

11. For more detailed info on funding input, please see funding manual.

Review the **Hourly** or **Bi-Weekly Rate**. The Annual Rate will update. Enter the **GL Combination Code**

Employee Type: Exception Hourly

Bi-Weekly Rate: 2000.000000 Annual Rate: \$52,000.000

Plan W60 Salary Grade 44

Total Annual Rate \$52,000.000

Begin Date 12/01/2012

	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earni Cod
1	<span>WV118646</span>	<span>51491</span>	<span>W834500040</span>	<span>B01</span>				

Add Date Range

12.

Or use **Look up icon** to find the code and select. **Note:** Always search for “W” for Worcester campus.

Employee Type: Exception Hourly

Bi-Weekly Rate: 3698.9

Plan W6A Salary

☐ Add Additional Components

Begin Date 12/07/2

GL Combination Code Fun

1

**Look Up**

### Look Up GL Combination Code

GL Combination Code: begins with W

Description: begins with

Short Description: begins with

**Look Up** Clear Cancel Basic Lookup

### Search Results

Only the first 300 results of a possible 6507 can be displayed.

View 100 First 1-300 of 300 Last

GL Combination Code	Description	Short Description
W100025	W100025	W100025
W102526	W102526	W102526
W102527	W102527	W102527
W102528	W102528	W102528

13.

Then scroll to the right and enter the **Percent**. If there is another combo code needed, click the plus sign to add a row. Remember the combined percent must total 100. Click **Next**

Customize | Find | First 1 of 1 Last

Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date
		<span></span>	<span>Percent</span>	<span>100.000</span>	<span>\$30,285.714</span>	<span></span> <span>+</span> <span>-</span>

14.

Review **Union Code** and update if needed. Click **Next**

Time and Labor Data

Union Code:

W63

Residents/Post Docs

\*Pay Group:

UMW

UMass Worcester

\*Empl Class

S

Post Doctorate

Workgroup:

W\_PDOCRES

Post-Doctoral/Residents

Taskgroup:

UM\_EXP

Exception Taskgroup

<< Previous

Next >>

Save for Later

15

Scroll to bottom of page to Time and Labor Schedule section. If schedule is different from standard (M-F 8 hrs a day), check the Schedule Different box and note the schedule in the description box. Click **Next**

Time and Labor Schedule

☒ Schedule different from standard?

Schedule Description:

16.

**Action Code, Action Description and Reason Code** will be populated. **For schedule changes only, you will need to upload a schedule form. See next step.**

Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description		
1	XFR	Transfer	LAT	Lateral Transfer	+	-

File Attachments

Customize | Find | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	Upload	View			Delete

Add File Attachment

Comments

17.

Have form completed and saved. Click on Upload button, browse to where schedule form is saved, select file, Click Open, Click Upload, the Attachment Id will populate. In the Description select “Other”.

File Attachments

Customize | Find | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	Upload	View	Other		Delete

Add File Attachment

18.

Click **Submit**

**File Attachments** Customize | Find | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	Upload	View	Other		Delete

Add File Attachment

**Comments**

Your Comment:

Comment History:

<< Previous Submit Save for Later

19.

Pop up message will come up to confirm that this form is ready to be submitted.

Click **Yes**

Empl ID: 10004592

Unit Empl Rcd#: 0

**Message**

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes No

Reason Action Reason Description

20.

The **form status** indicates that you have submitted this form.

**Form Status**

You have just SUBMITTED this form. This action passed the form to HCMU\_GT\_DEPT\_APRV for further processing.

**Process Visualizer**

1. TESTSC100 (5 days, 22 hours, 43 minutes)

2. HCMU\_GT\_DEPT\_APRV

3. HCMU\_GT\_DEAN\_DIR

4. HCMU\_GT\_DEAN\_GRAD\_STDY

5. HCMU\_GT\_GEL\_ADMIN




6. HCMU\_I

21.

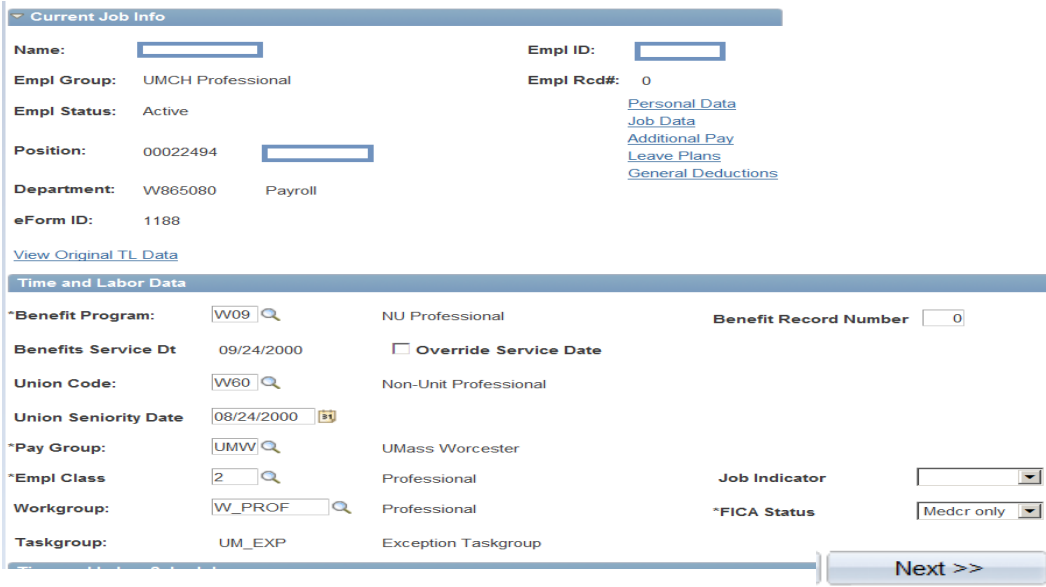
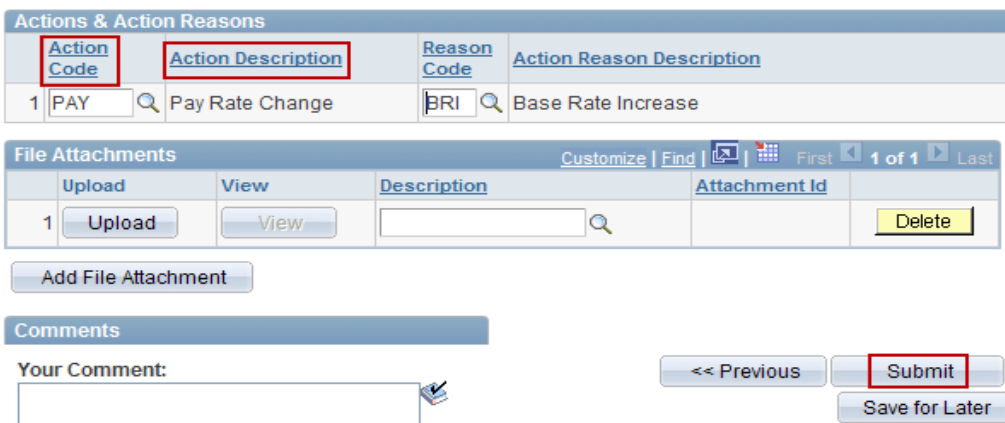
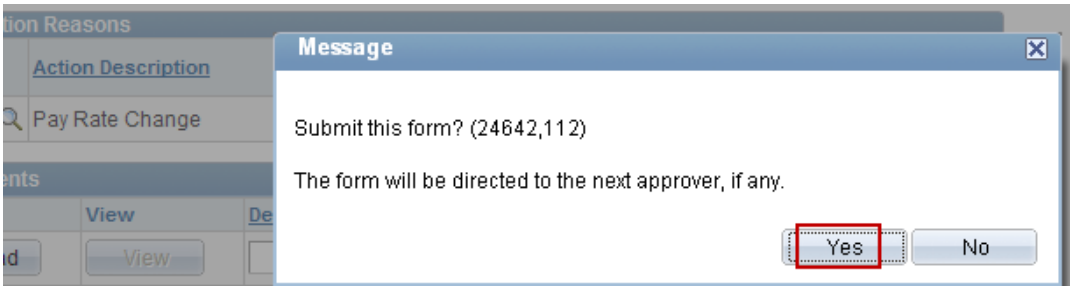
**Congratulations!** You have entered a **change of department**.**End of Procedure.**

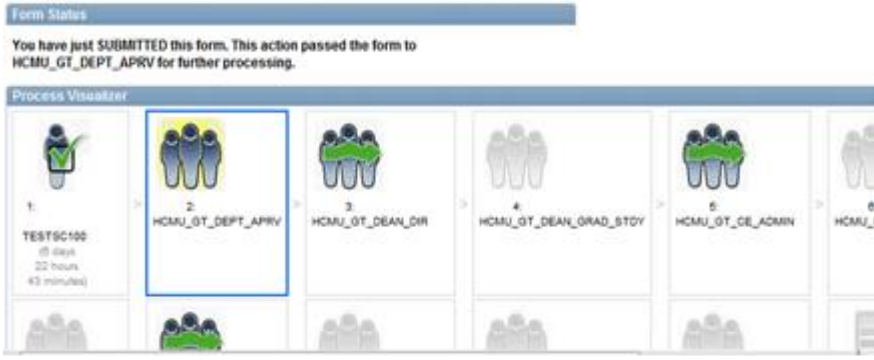


## II. Processing Job Change: Enter a Pay Rate Change




Step	Action																					
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <div><div><b>Hire an Employee</b><p>Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p></div><div><div><b>Edit Existing Job</b><p>Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p></div></div><div><b>Change Employment Status</b><p>Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p></div></div> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																					
2.	<p>Enter the employee's last name or Empl ID, Click <b>Search</b>. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record</b>.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div><div><b>Find an Existing Value</b></div><div>Limit the number of results to (up to 300): <input type="text" value="300"/></div><div><div>Empl ID:</div><div><div>=</div><div></div></div><div></div></div><div><div>Empl Rcd Nbr:</div><div><div>=</div><div></div></div><div></div></div><div><div>Name:</div><div><div>begins with</div><div></div></div><div></div></div><div><div>Last Name:</div><div><div>begins with</div><div>D</div></div><div></div></div><div><div>Department:</div><div><div>begins with</div><div></div></div><div></div></div><div><div>Employee Group:</div><div><div>begins with</div><div></div></div><div></div></div><div><input type="checkbox"/> Case Sensitive</div></div> <div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div> <p><b>Search Results</b></p> <div><div>View All</div><div>First1-16 of 16Last</div></div> <table><tr><th>Empl ID</th><th>Empl Rcd Nbr</th><th>Name</th><th>Last Name</th><th>Department</th><th>Employee Group</th><th>Payroll Status</th></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Terminated</td></tr><tr><td>10005500</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Active</td></tr></table>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	10004592	0			W875000	PRO60	Terminated	10005500	0			W875000	PRO60	Active
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Step	Action														
3.	<p>Enter the <b>Effective Date</b> then tab out of the field. <b>Note the Form Id #</b>. Click <b>Next</b></p> <div> <div>Job Data</div> <p>*Effective Date: 12/05/2012 </p> <p>*Employee Group: Professional (W60) Non Unit </p> <p>*Is this a Positioned Job? No </p> <p>Supervisor ID:  </p> <p>*Department: W875000  Information Services</p> <p>*Job Code: MC2042  </p> <p>*Full/Part Time </p> <p>*Location Code: SOUTH ST  South Street</p> <p>*Regular/Temporary </p> <p>*Standard Hours: 40.00 *FTE: 1.000000</p> <p>Mail Drop ID: IM1 </p> <div> </div> </div>														
4.	<p>Enter the new <b>Hourly</b> or <b>Biweekly Rate</b>, tab out of field. Annual rate will update. Click <b>Next</b></p> <div> <p><a href="#">View Original Comp Data</a></p> <div>Compensation Data</div> <p>Employee Type: Exception Hourly </p> <p><b>Bi-Weekly Rate:</b> 3364.629197 Annual Rate: \$87,480.359</p> <p>Plan W6A Salary Grade 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Compensation Rate \$87,480.359</p> <p>Begin Date 07/01/2010</p> <table border="1"> <thead> <tr> <th></th> <th>GL Combination Code</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Project/Grant</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>W108477</td> <td>11000</td> <td>W875026000</td> <td>F10</td> <td></td> <td></td> </tr> </tbody> </table> <p></p> <div> </div> </div>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class	1	W108477	11000	W875026000	F10		
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1	W108477	11000	W875026000	F10											

Step	Action
5.	<p>Current Job Info will show, Click <b>Next</b></p> 
6.	<p>Choose the <b>Action "PAY"</b> and the appropriate <b>Reason Code</b>. <b>Comments or file attachments will not be used</b>. Click <b>Submit</b></p> 
7.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 

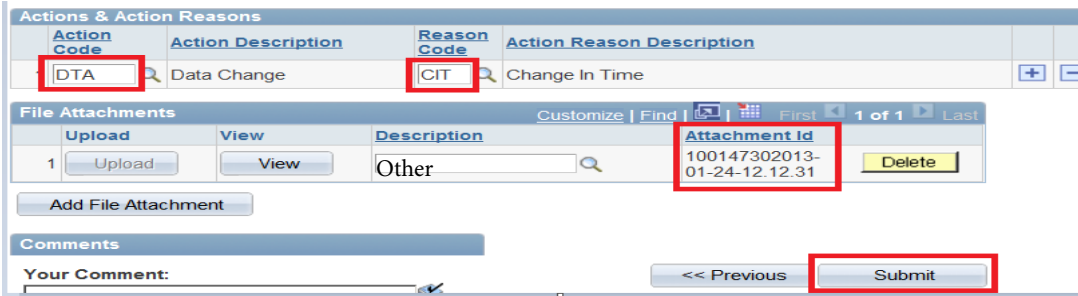
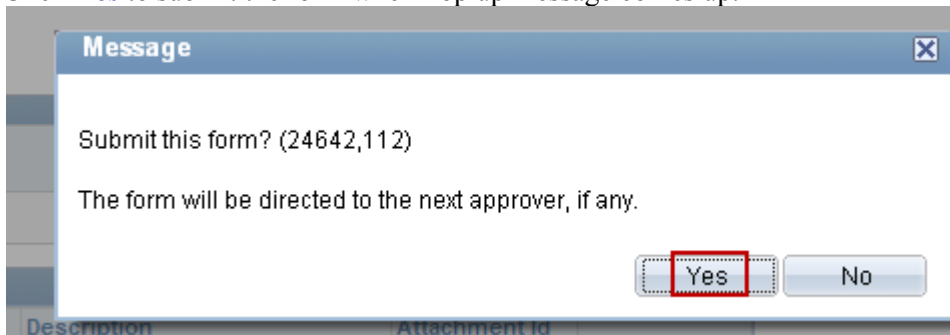
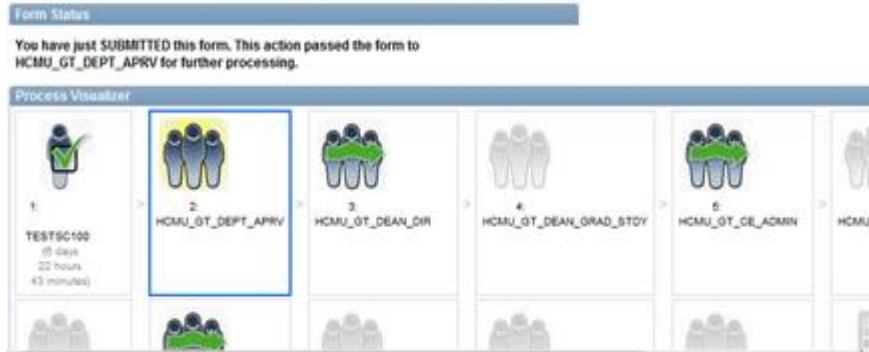
Step	Action
8.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
9.	<p><b>Congratulations!</b> You have entered a <b>Pay Rate Change</b>.</p> <p><b>End of Procedure.</b></p>

### III.Processing Employee Job Change: Change In Schedule

Step	Action
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <p> <b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p> <b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p> <b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>




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2.	<p>Enter the employee's last name or Empl ID, Click <b>Search</b>. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record</b>.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text"/> <input type="button" value="Search"/></p> <p>Empl Rcd Nbr: <input type="text"/> <input type="button" value="Search"/></p> <p>Name: <input type="text"/> <input type="button" value="Search"/></p> <p>Last Name: <input type="text"/> <input type="button" value="Search"/></p> <p>Department: <input type="text"/> <input type="button" value="Search"/></p> <p>Employee Group: <input type="text"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><b>Search Results</b></p> <p>View All First 1-16 of 16 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th><th>Empl Rcd Nbr</th><th>Name</th><th>Last Name</th><th>Department</th><th>Employee Group</th><th>Payroll Status</th></tr> </thead> <tbody> <tr> <td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Terminated</td></tr> <tr> <td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Active</td></tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	10004592	0			W875000	PRO60	Terminated	10004592	0			W875000	PRO60	Active
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3.	<p>Enter the <b>Effective Date</b> then tab out of the field. Change the <b>Standard Hours</b> to the new weekly hours. Tab out of field and <b>FTE</b> will populate, adjust if needed. Change Full/Part time if applicable. <b>Note the Form Id #</b>. Click <b>Next</b></p> <p>eForm ID: 1992</p> <p><a href="#">View Original Job Data</a></p> <p><b>Job Data</b></p> <p>*Effective Date: <input type="text" value="01/12/2013"/> <input type="button" value="Calendar"/></p> <p>*Employee Group: <input type="text" value="Professional (W60) Non Unit"/></p> <p>*Is this a Positioned Job? <input type="text" value="Yes"/></p> <p>*Position Number: <input type="text" value="00022624"/> <input type="button" value="Search"/></p> <p>Supervisor ID: <input type="text"/> <input type="button" value="Search"/></p> <p><input checked="" type="checkbox"/> <b>Override Position Fields</b></p> <p>*Department: <input type="text" value="W860021"/> <input type="button" value="Search"/> HR Systems &amp; Service Center</p> <p>*Job Code: <input type="text" value="MB0206"/> <input type="button" value="Search"/> HR Systems Analyst</p> <p>*Full/Part Time: <input type="text" value="Part-Time"/></p> <p>*Location Code: <input type="text" value="SOUTH ST"/> <input type="button" value="Search"/> South Street</p> <p>*Regular/Temporary: <input type="text" value="Regular"/></p> <p>*Standard Hours: <input type="text" value="30.00"/> *FTE: <input type="text" value="0.750000"/></p> <p>Mail Drop ID: <input type="text" value="IPS"/></p>																					

Step	Action														
4.	<p>If employee is exception hourly, enter new <b>Biweekly Rate</b>, tab out of field. Annual rate will update.</p> <p><b>Compensation Data</b></p> <p>Employee Type: <span>Exception Hourly</span></p> <p><b>Bi-Weekly Rate:</b> <span>0.000000</span> Annual Rate: \$87,480.359</p> <p>Plan W6A Salary Grade 75</p>														
5.	<p>Click <b>Next</b></p> <p><b>Compensation Data</b></p> <p>Employee Type: <span>Exception Hourly</span></p> <p><b>Bi-Weekly Rate:</b> <span>2000.000000</span> Annual Rate: \$52,000.000</p> <p>Plan W6A Salary Grade 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Compensation Rate \$52,000.000</p> <p>Begin Date 07/01/2010</p> <table border="1"> <thead> <tr> <th></th> <th>GL Combination Code</th> <th>Fund Code</th> <th>Department</th> <th>Program Code</th> <th>Project/Grant</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>W108477</td> <td>11000</td> <td>W875026000</td> <td>F10</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Date Range</p> <p>&lt;&lt; Previous <b>Next &gt;&gt;</b> Save for Later</p>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class	1	W108477	11000	W875026000	F10		
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6.	<p>Scroll to bottom of page to Time and Labor Schedule section. If schedule is different from standard (M-F 8 hrs a day), check the <b>Schedule Different</b> box and note the schedule in the description box. Click <b>Next</b></p> <p><b>Current Job Info</b></p> <p>Name: <span></span> Empl ID: <span></span></p> <p>Empl Group: UMCH Professional Empl Rcd#: 0</p> <p>Empl Status: Active</p> <p>Position: 00022494 <span></span></p> <p>Department: VV865080 Payroll</p> <p>eForm ID: 1188</p> <p><a href="#">View Original TL Data</a></p> <p><b>Time and Labor Data</b></p> <p>Benefit Program: <span>VW09</span> NU Professional Benefit Record Number <span>0</span></p> <p>Benefits Service Dt: 09/24/2000 <input type="checkbox"/> Override Service Date</p> <p>Union Code: <span>VW60</span> Non-Unit Professional</p> <p><b>Time and Labor Schedule</b></p> <p><input checked="" type="checkbox"/> Schedule different from standard? <input type="checkbox"/> Select Schedule ID</p> <p><b>Schedule Description:</b></p> <p>Employee schedule will be two days a week, 10 hours a day</p>														

Step	Action
7.	<p>Choose the <b>Action "DTA" and Reason Code "CIT"</b>. You will need to upload a schedule form. First, have it completed and saved. Click on the <b>Upload</b> button, browse to where schedule form is saved, select file, Click <b>Open</b> Click <b>Upload, The Attachment Id will populate. In the Description select "Other"</b>. Click <b>Submit</b></p>  <p><b>Comments will not be used</b></p>
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 
9.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
10.	<p><b>Congratulations!</b> You have entered a <b>change in time</b>.</p> <p><b>End of Procedure.</b></p>

## IV. Processing Employee Job Change:

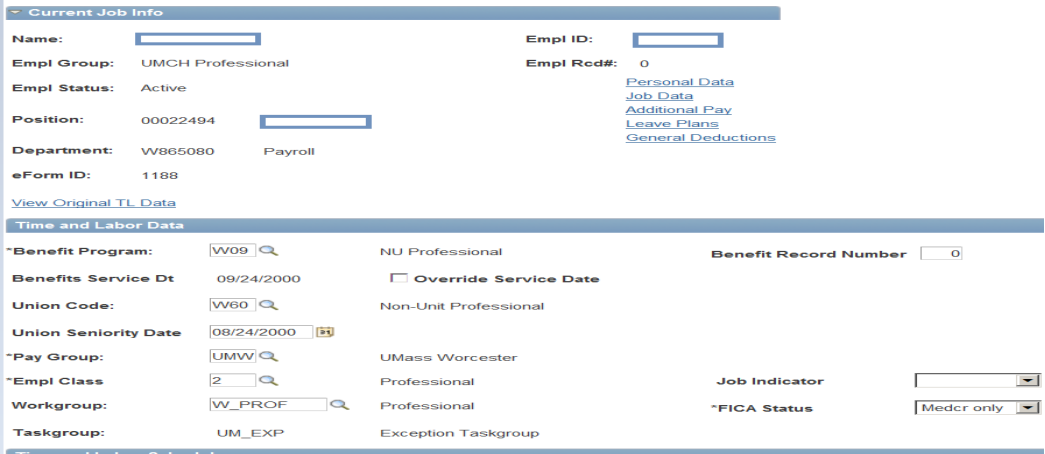
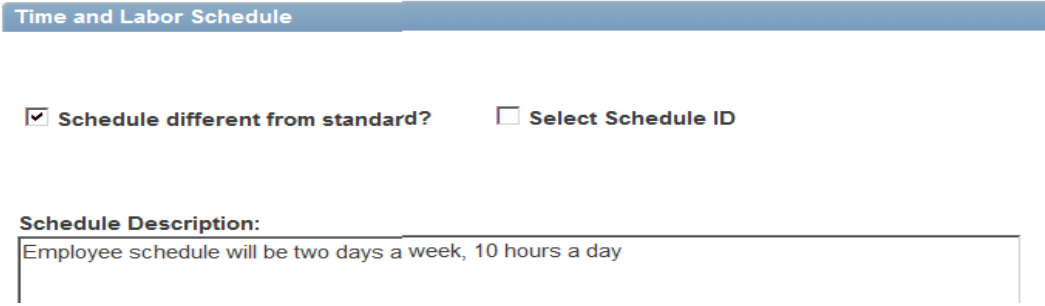
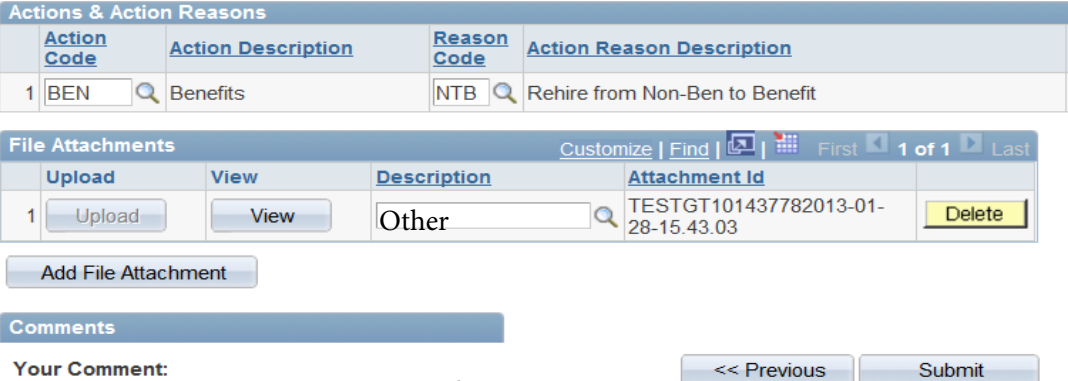
### Enter a status change from Non-Benefitted to Benefitted

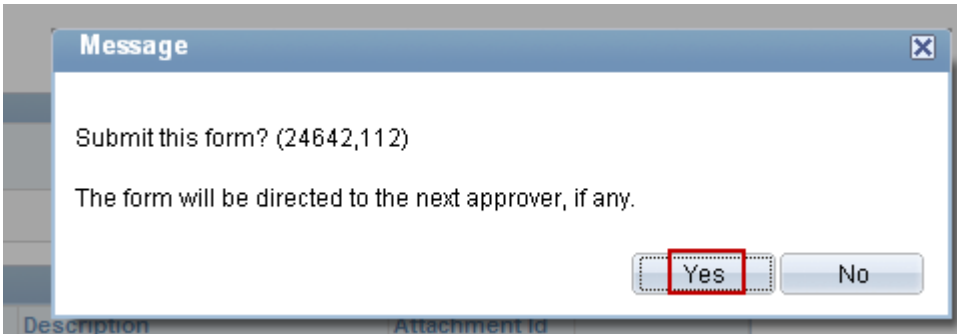
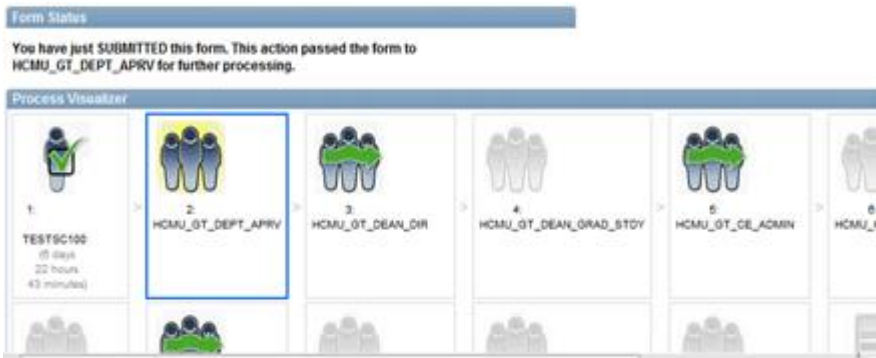
Step	Action																					
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <div><div><b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></div><div><b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></div><div><b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></div></div> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																					
2.	<p>Enter the employee's last name or Empl ID, Click Search. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record.</b></p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div><div>Find an Existing Value</div><div>Limit the number of results to (up to 300): <input type="text" value="300"/></div><div><div>Empl ID:</div><div><div>=</div><div></div><div></div></div></div><div><div>Empl Rcd Nbr:</div><div><div>=</div><div></div><div></div></div></div><div><div>Name:</div><div><div>begins with</div><div></div><div></div></div></div><div><div>Last Name:</div><div><div>begins with</div><div>D</div><div></div></div></div><div><div>Department:</div><div><div>begins with</div><div></div><div></div></div></div><div><div>Employee Group:</div><div><div>begins with</div><div></div><div></div></div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div> <p><b>Search Results</b></p> <div><div>View All</div><div>First1-16 of 16Last</div><table><tr><th>Empl ID</th><th>Empl Rcd Nbr</th><th>Name</th><th>Last Name</th><th>Department</th><th>Employee Group</th><th>Payroll Status</th></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Terminated</td></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Active</td></tr></table></div>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	10004592	0			W875000	PRO60	Terminated	10004592	0			W875000	PRO60	Active
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Step	Action																																				
3.	<p>Enter the <b>Effective Date</b> then tab out of field. <b>Note Form Id #</b>. Change <b>Employee Group</b> if applicable. For the field "<b>Is this a positioned job?</b>", use the following guide:</p> <p>If employee is in a positioned job, select "<b>Yes</b>" and enter position number. All fields will populate.</p> <p>If employee is not in a positioned job, select "<b>No</b>" and complete all fields that will need to change. Click <b>Next</b></p> <div> <p><b>Job Data</b></p> <p>*Effective Date: 12/05/2012</p> <p>*Employee Group: Professional (W60) Non Unit</p> <p>*Is this a Positioned Job? No</p> <p>Supervisor ID: 10034964</p> <p>*Department: W875000 Information Services</p> <p>*Job Code: MC2042</p> <p>*Full/Part Time: Full-Time</p> <p>*Location Code: SOUTH ST South Street</p> <p>*Regular/Temporary: Regular</p> <p>*Standard Hours: 40.00 *FTE: 1.000000</p> <p>Mail Drop ID: IM1</p> <p> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Search"/> <input type="button" value="Save for Later"/> <input type="button" value="Close"/> </p> </div>																																				
4.	<p>Select appropriate <b>Employee Type</b>, enter the new <b>Hourly</b> or <b>Biweekly Rate</b>, tab out of field. Annual rate will update. If funding is changing, click on <b>Add Date Range</b> button</p> <div> <p><b>Compensation Data</b></p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: 2500.000000 Annual Rate: \$65,000.000</p> <p>Plan W6A Salary Grade 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Compensation Rate \$65,000.000</p> <p>Begin Date 07/01/2010</p> <table border="1"> <thead> <tr> <th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class Field</th></tr> </thead> <tbody> <tr> <td>1 W108477</td><td>11000</td><td>W875026000</td><td>F10</td><td></td><td></td></tr> </tbody> </table> <p>Add Date Range</p> <p> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save for Later"/> </p> <p>Enter <b>Begin Date</b> and new funding information. Click on plus sign if additional rows are needed. Click <b>Next</b></p> <p>Begin Date 01/01/2013</p> <table border="1"> <thead> <tr> <th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class Field</th><th>End Date</th><th>Earnings Code</th><th>Distribution Type</th><th>Percent</th><th>Commitment Amount</th><th>Fund End</th></tr> </thead> <tbody> <tr> <td>1 W115281</td><td>53106</td><td>W710070018</td><td>B03</td><td>S61110000009580</td><td></td><td>03/31/2013</td><td></td><td>Percent</td><td>100.000</td><td>\$7,714.286</td><td></td></tr> </tbody> </table> <p>Next &gt;&gt;</p> </div>	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	1 W108477	11000	W875026000	F10			GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End	1 W115281	53106	W710070018	B03	S61110000009580		03/31/2013		Percent	100.000	\$7,714.286	
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For more detailed info on funding input, please see funding manual.

Step	Action
5.	<p>If <b>Union Code</b> is changing, update that field.  Scroll to bottom of page to <b>Time and Labor Schedule</b> section for any schedule change.</p> 
6.	<p>For any schedule that is different from standard (M-F 8 hrs a day), check the <b>Schedule Different</b> box and note the schedule in the description box. Click <b>Next</b></p> 
7.	<p>Choose the <b>Action "BEN" and Reason Code "NTB"</b>. You will need to upload a schedule form. First, have it completed and saved. Click on the <b>Upload</b> button, browse to where schedule form is saved, select file, Click <b>Open</b> Click <b>Upload</b> In the Description select "Other" Click <b>Submit</b></p>  <p><b>Comments will not be used</b></p>

Step	Action
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 
9.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
10.	<p><b>Congratulations!</b> You have entered a change in <b>non-benefitted to benefitted status</b>. <b>End of Procedure.</b></p>

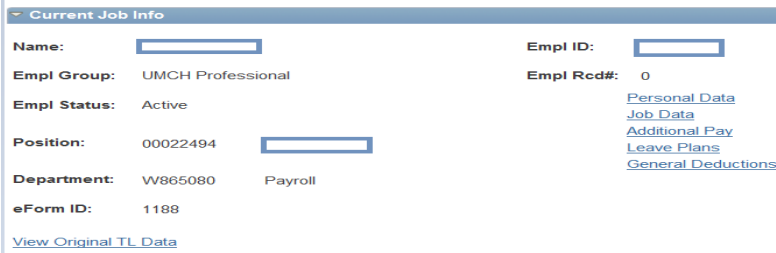
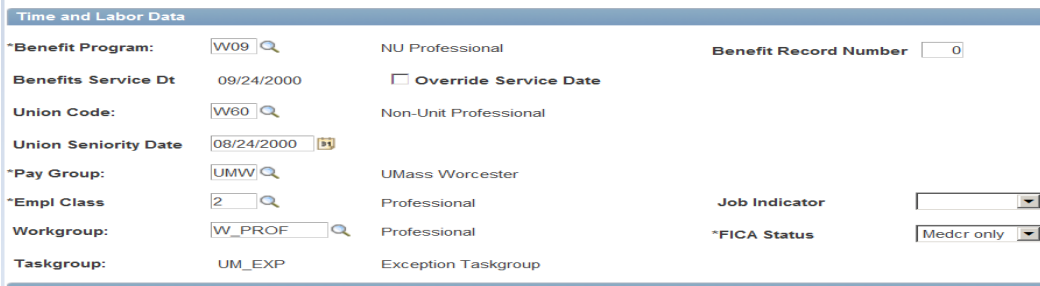

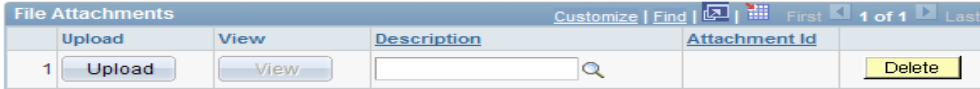
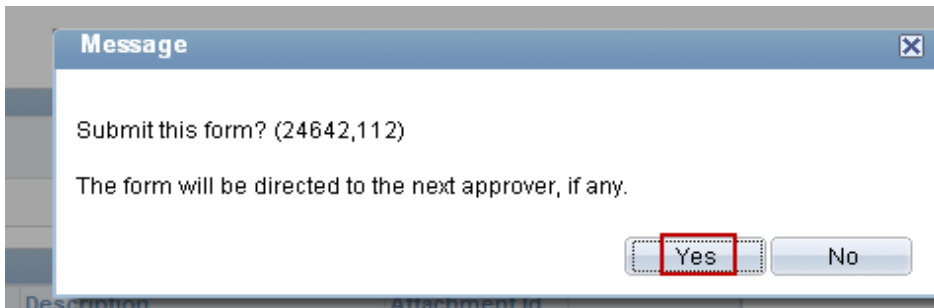
## V. Processing Employee Job Change:

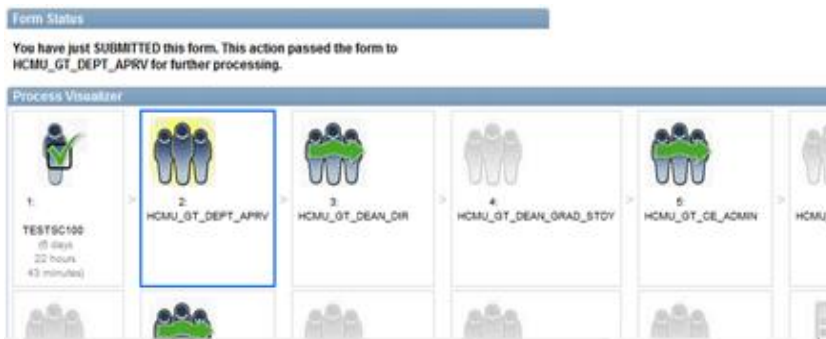
### Enter a status change from Benefitted to Non-Benefitted

Step	Action																					
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <div><div><b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></div><div><b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></div><div><b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></div></div> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																					
2.	<p>Enter the employee's last name or Empl ID, Click Search. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record.</b></p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div><div>Find an Existing Value</div><div>Limit the number of results to (up to 300): 300</div><div><div>Empl ID:</div><div>=</div><div></div><div></div></div><div><div>Empl Rcd Nbr:</div><div>=</div><div></div><div></div></div><div><div>Name:</div><div>begins with</div><div></div><div></div></div><div><div>Last Name:</div><div>begins with</div><div>D</div><div></div></div><div><div>Department:</div><div>begins with</div><div></div><div></div></div><div><div>Employee Group:</div><div>begins with</div><div></div><div></div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div> <p><b>Search Results</b></p> <div><div>View All</div><div>First</div><div>1-16 of 16</div><div>Last</div></div> <table><tr><th>Empl ID</th><th>Empl Rcd Nbr</th><th>Name</th><th>Last Name</th><th>Department</th><th>Employee Group</th><th>Payroll Status</th></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Terminated</td></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Active</td></tr></table>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	10004592	0			W875000	PRO60	Terminated	10004592	0			W875000	PRO60	Active
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3.	<p>Enter the <b>Effective Date</b> then tab out of field. <b>Note Form Id #</b>. Change <b>Employee Group</b> if applicable. For the field "<b>Is this a positioned job?</b>", use the following guide:</p> <p>If employee is in a positioned job, select "<b>Yes</b>" and enter position number. All fields will populate.</p> <p>If employee is not in a positioned job, select "<b>No</b>" and complete all fields that will need to change. Click <b>Next</b></p> <div> <p><b>Job Data</b></p> <p>*Effective Date: 01/01/2013</p> <p>*Employee Group: UMCH Professional</p> <p>*Is this a Positioned Job? Yes</p> <p>*Position Number: 00022494 Analyst, Data</p> <p>Supervisor ID: 10140390</p> <p><input checked="" type="checkbox"/> Override Position Fields</p> <p>*Department: W865080 Payroll</p> <p>*Job Code: MB1222</p> <p>*Location Code: SOUTH ST South Street</p> <p>*Standard Hours: 16.00 *FTE: 0.400000</p> <p>Mail Drop ID: IM1</p> <p>&lt;&lt; Previous Next &gt;&gt;</p> </div>																																								
4.	<p>Select appropriate <b>Employee Type</b>, enter the new <b>Hourly</b> or <b>Biweekly Rate</b>, tab out of field. Annual rate will update. If funding is changing, click on <b>Add Date Range</b> button</p> <div> <p><b>Compensation Data</b></p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: 2500.000000 Annual Rate: \$65,000.000</p> <p>Plan W6A Salary Grade 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Compensation Rate \$65,000.000</p> <p>Begin Date 07/01/2010</p> <table border="1"> <thead> <tr> <th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class F</th></tr> </thead> <tbody> <tr> <td>1</td><td>W108477</td><td>11000</td><td>W875026000</td><td>F10</td><td></td><td></td></tr> </tbody> </table> <p>Add Date Range</p> <p>&lt;&lt; Previous Next &gt;&gt; Save for Later</p> <p>Enter <b>Begin Date</b> and new funding information. Click on plus sign if additional rows are needed. Click <b>Next</b></p> <p>Begin Date 01/01/2013</p> <table border="1"> <thead> <tr> <th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class Field</th><th>End Date</th><th>Earnings Code</th><th>Distribution Type</th><th>Percent</th><th>Commitment Amount</th><th>Fund End</th></tr> </thead> <tbody> <tr> <td>1</td><td>W115281</td><td>53106</td><td>W710070018</td><td>B03</td><td>S61110000009580</td><td></td><td>03/31/2013</td><td></td><td>Percent</td><td>100.000</td><td>\$7,714.286</td><td></td></tr> </tbody> </table> </div>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class F	1	W108477	11000	W875026000	F10				GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End	1	W115281	53106	W710070018	B03	S61110000009580		03/31/2013		Percent	100.000	\$7,714.286	
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For more detailed info on funding input, please see funding manual.

Step	Action
5.	<p>Update <b>Union Code</b></p> 
6.	
7.	<p>Choose the <b>Action "BEN"</b> and <b>Reason Code "TBN"</b>. <b>Comments and File Attachments will not be used.</b> Click <b>Submit</b></p> <p>eForm ID: 651</p>   <p>Add File Attachment</p> <p>Comments</p> <p>Your Comment: <input type="text"/></p> <p>&lt;&lt; Previous <b>Submit</b></p>
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 

Step	Action
8.	<p>The <b>Form Status</b> indicates that you have submitted this form.</p> 
9.	<p><b>Congratulations!</b> You have entered a <b>change in benefitted to non-benefitted status</b></p> <p><b>End of Procedure.</b></p>

## VI. Processing Employee Job Change: Enter a Promotion

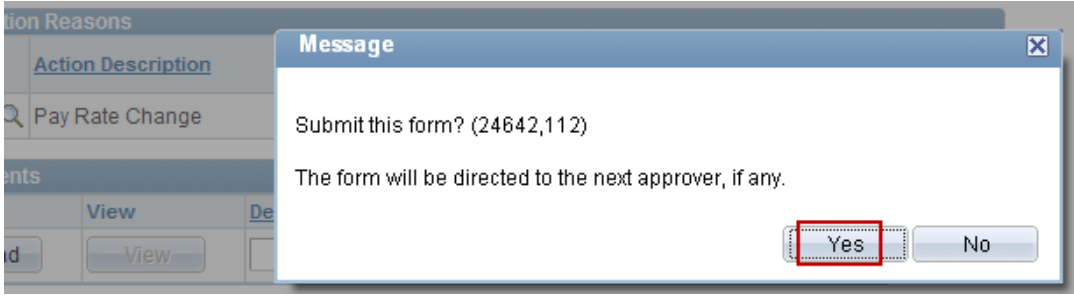
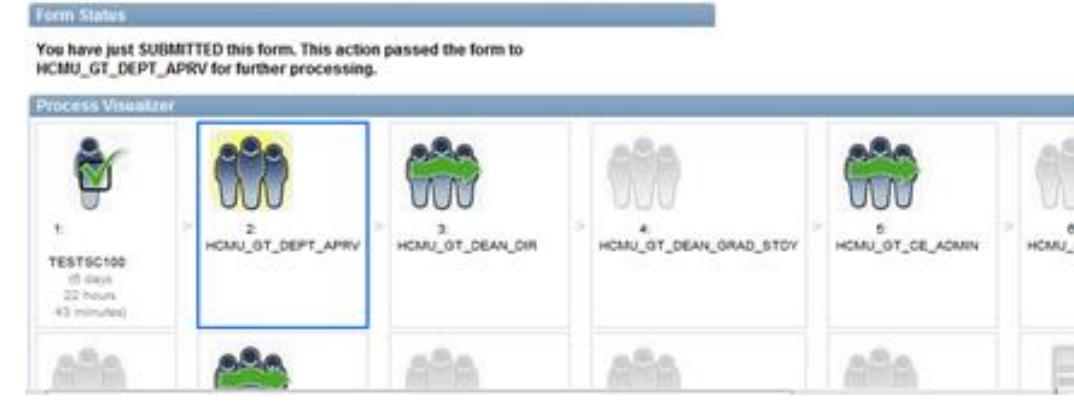
Step	Action
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <p> <b>Hire an Employee</b> Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p> <p> <b>Edit Existing Job</b> Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p> <p> <b>Change Employment Status</b> Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>

Step	Action																					
2.	<p>Enter the employee's last name or Empl ID, Click Search. Click on the <b>Name link</b> from the search list. If employee has more than one job record, <b>ensure you are selecting the correct record.</b></p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Empl ID: <input type="text"/> <input type="button" value="Search"/></p> <p>Empl Rcd Nbr: <input type="text"/> <input type="button" value="Search"/></p> <p>Name: <input type="text"/> <input type="button" value="Search"/></p> <p>Last Name: <input type="text"/> <input type="button" value="Search"/></p> <p>Department: <input type="text"/> <input type="button" value="Search"/></p> <p>Employee Group: <input type="text"/> <input type="button" value="Search"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First <input type="button" value="1-16 of 16"/> Last</span></p> <table border="1"> <thead> <tr> <th>Empl ID</th><th>Empl Rcd Nbr</th><th>Name</th><th>Last Name</th><th>Department</th><th>Employee Group</th><th>Payroll Status</th></tr> </thead> <tbody> <tr> <td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Terminated</td></tr> <tr> <td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Active</td></tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	10004592	0			W875000	PRO60	Terminated	10004592	0			W875000	PRO60	Active
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10004592	0			W875000	PRO60	Active																
3.	<p>Enter the <b>Effective Date</b> then tab out of field. <b>Note Form ID #.</b> Change <b>Employee Group</b> if applicable. For the field "Is this a positioned job?", use the following guide:</p> <p>If employee is in a positioned job, select <b>"Yes"</b> and enter position number. All fields will populate.</p> <p>If employee is not in a positioned job, select <b>"No"</b> and complete all fields that will need to change. Click <b>Next</b></p> <p><b>Job Data</b></p> <p>*Effective Date: <input type="text" value="12/05/2012"/> <input type="button" value="Calendar"/></p> <p>*Employee Group: <input type="text" value="Professional (W60) Non Unit"/></p> <p>*Is this a Positioned Job? <input type="text" value="No"/></p> <p>Supervisor ID: <input type="text"/> <input type="button" value="Search"/></p> <p>*Department: <input type="text" value="W875000"/> <input type="button" value="Search"/> Information Services</p> <p>*Job Code: <input type="text" value="MC2042"/> <input type="button" value="Search"/></p> <p>*Full/Part Time <input type="text" value="Full-Tin"/></p> <p>*Location Code: <input type="text" value="SOUTH ST"/> <input type="button" value="Search"/> South Street</p> <p>*Regular/Temporary <input type="text" value="Regula"/></p> <p>*Standard Hours: <input type="text" value="40.00"/> *FTE: <input type="text" value="1.000000"/></p> <p>Mail Drop ID: <input type="text" value="IM1"/></p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next &gt;&gt;"/> <input type="button" value="Search"/> <input type="button" value="Save for Later"/> <input type="button" value="Close"/> </p>																					






Step	Action														
4.	<p>Select appropriate <b>Employee Type</b>, enter the new <b>Hourly</b> or <b>Biweekly Rate</b>, tab out of field. Annual rate will update. Click <b>Next</b></p> <p><b>Compensation Data</b></p> <p>Employee Type: <span>Exception Hourly</span></p> <p>Bi-Weekly Rate: <span>2500.000000</span> Annual Rate: \$65,000.000</p> <p>Plan W6A Salary Grade 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Compensation Rate <span>\$65,000.000</span></p> <p>Begin Date 07/01/2010</p> <table border="1"> <thead> <tr> <th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class F</th></tr> </thead> <tbody> <tr> <td>1</td><td>W108477</td><td>11000</td><td>W875026000</td><td>F10</td><td></td><td></td></tr> </tbody> </table> <p><span>Add Date Range</span></p> <p><span>&lt;&lt; Previous</span> <span><b>Next &gt;&gt;</b></span> <span>Save for Later</span></p>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class F	1	W108477	11000	W875026000	F10		
	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class F									
1	W108477	11000	W875026000	F10											
5.	<p>If <b>Union Code</b> is changing, update that field.</p> <p>Scroll to bottom of page to Time and Labor Schedule section for any schedule change.</p> <p><b>Current Job Info</b></p> <p>Name: <span></span> Empl ID: <span></span></p> <p>Empl Group: UMCH Professional Empl Rcd#: 0</p> <p>Empl Status: Active</p> <p>Position: 00022494 <span></span></p> <p>Department: W865080 Payroll</p> <p>eForm ID: 1188</p> <p><a href="#">View Original TL Data</a></p> <p><b>Time and Labor Data</b></p> <p>*Benefit Program: <span>W09</span> NU Professional Benefit Record Number <span>0</span></p> <p>Benefits Service Dt 09/24/2000 <input type="checkbox"/> Override Service Date</p> <p>Union Code: <span>W60</span> Non-Unit Professional</p> <p>Union Seniority Date 08/24/2000 <span>ST</span></p> <p>*Pay Group: <span>UMW</span> UMass Worcester</p> <p>*Empl Class <span>2</span> Professional Job Indicator <span></span></p> <p>Workgroup: <span>W_PROF</span> Professional *FICA Status <span>Medcr only</span></p> <p>Taskgroup: UM_EXP Exception Taskgroup</p>														

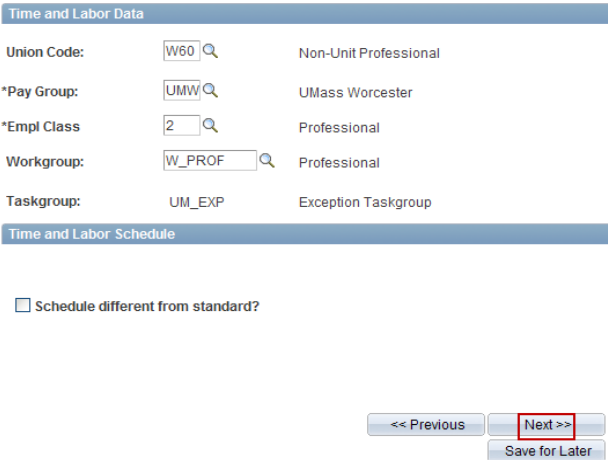
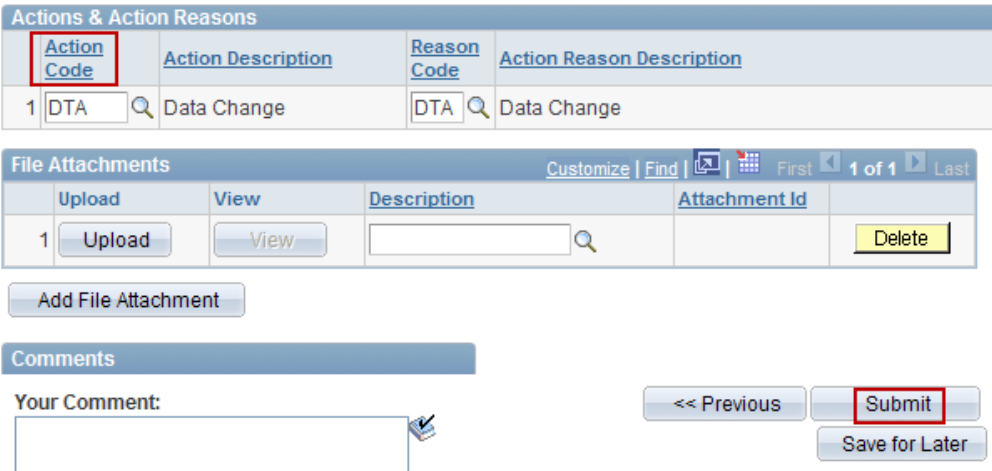
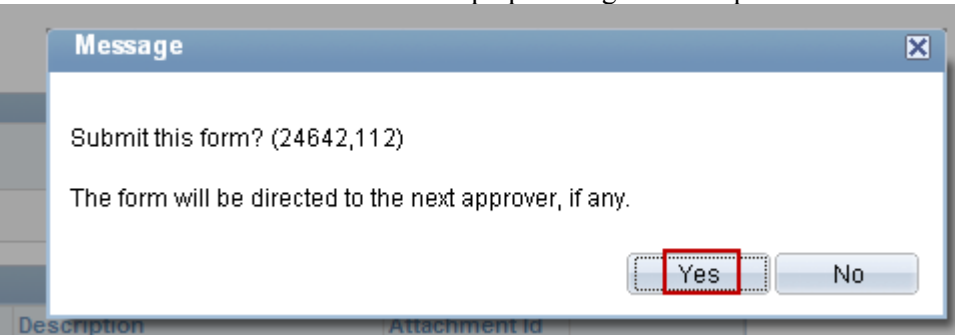
Step	Action																
6.	<p>For any schedule that is different from standard, check the schedule different box and note the schedule in the description box. Click <b>Next</b></p> <div> <div>Time and Labor Schedule</div> <div> <input checked="" type="checkbox"/> Schedule different from standard?    <input type="checkbox"/> Select Schedule ID </div> <div> <b>Schedule Description:</b>  <div>Employee schedule will be two days a week, 10 hours a day</div> </div> </div>																
7.	<p>Choose the <b>Action "PRO"</b> and <b>Reason Code "PRO"</b>. <b>Any approval you received from the Compensation Department must be attached.</b> Browse to where the approval is saved, select file, <b>Click Open, Click Upload</b> Attachment Id will populate. <b>In the Description select "Other"</b>. Click <b>Submit</b></p> <div> <div> <b>Actions &amp; Action Reasons</b> <table border="1"> <thead> <tr> <th>Action Code</th><th>Action Description</th><th>Reason Code</th><th>Action Reason Description</th></tr> </thead> <tbody> <tr> <td>1 PRO</td><td>Promotion</td><td>PRO</td><td>Prom to another Position</td></tr> </tbody> </table> </div> <div> <b>File Attachments</b> <table border="1"> <thead> <tr> <th>Upload</th><th>View</th><th>Description</th><th>Attachment Id</th></tr> </thead> <tbody> <tr> <td>1 Upload</td><td>View</td><td>Other</td><td>Attachment Id 100147302013-01-24-12.12.31</td></tr> </tbody> </table> </div> <div>Add File Attachment</div> <div> <b>Comments</b>  <div>Your Comment:</div> <div>&lt;&lt; Previous    <b>Submit</b></div> </div> </div>	Action Code	Action Description	Reason Code	Action Reason Description	1 PRO	Promotion	PRO	Prom to another Position	Upload	View	Description	Attachment Id	1 Upload	View	Other	Attachment Id 100147302013-01-24-12.12.31
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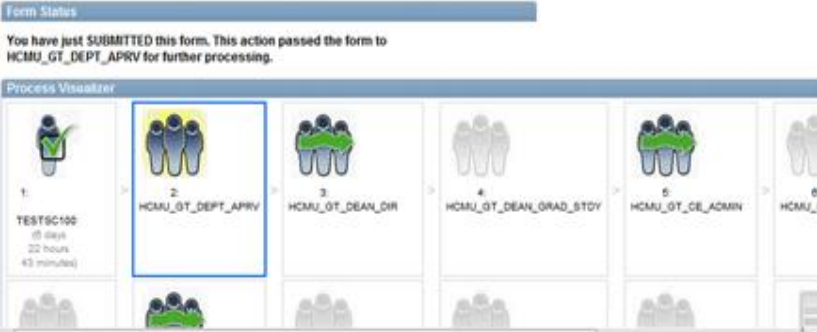
Step	Action
8.	<p>Click <b>Yes</b> to submit the form when Pop up message comes up.</p> 
9.	<p>The form status indicates that you have submitted this form</p> 
10.	<p><b>Congratulations!</b> You have entered a <b>promotion</b>.</p> <p><b>End of Procedure.</b></p>

## VII. Processing Employee Job Change: Enter a Funding Change

Step	Action																					
1.	<p>From HR Direct click on Department Self-Service and the ePAF home page, click “Start a new ePAF”. Then click <b>Edit Existing Job</b> link.</p> <p><b>Start a New electronic Personnel Action Form (ePAF)</b></p> <div><div><b>Hire an Employee</b><p>Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department. <a href="#">Hire an Employee</a></p></div><div><div><b>Edit Existing Job</b><p>Use this form to edit the job of an employee currently working in your department. <a href="#">Edit Existing Job</a></p></div></div><div><b>Change Employment Status</b><p>Use this form to submit a termination, retirement, leave of absence or return from leave. <a href="#">Change Employment Status</a></p></div></div> <p><a href="#">Return to Electronic Personnel Action Form (ePAF) Home Page</a></p>																					
2.	<p>Then <b>Search</b> the employee by last name or Empl ID. Click on the <b>Name link</b> when it pops up.</p> <p><b>Select An Employee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div><div>Find an Existing Value</div><div>Limit the number of results to (up to 300): 300</div><div><div>Empl ID:</div><div><div>=</div><div></div><div></div></div></div><div><div>Empl Rcd Nbr:</div><div><div>=</div><div></div><div></div></div></div><div><div>Name:</div><div><div>begins with</div><div></div><div></div></div></div><div><div>Last Name:</div><div><div>begins with</div><div>D</div><div></div></div></div><div><div>Department:</div><div><div>begins with</div><div></div><div></div></div></div><div><div>Employee Group:</div><div><div>begins with</div><div></div><div></div></div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div> <p><b>Search Results</b></p> <div><div>View All</div><div>First1-16 of 16Last</div><table><tr><th>Empl ID</th><th>Empl Rcd Nbr</th><th>Name</th><th>Last Name</th><th>Department</th><th>Employee Group</th><th>Payroll Status</th></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Terminated</td></tr><tr><td>10004592</td><td>0</td><td></td><td></td><td>W875000</td><td>PRO60</td><td>Active</td></tr></table></div>	Empl ID	Empl Rcd Nbr	Name	Last Name	Department	Employee Group	Payroll Status	10004592	0			W875000	PRO60	Terminated	10004592	0			W875000	PRO60	Active
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Step	Action														
3.	<p>Choose the <b>Effective Date</b>, tab out of field. <b>Note Form ID #</b>. If there are other changes occurring along with funding change, then you can do it here. Otherwise click <b>“Next”</b>.</p> <p><b>Job Data</b></p> <p>*Effective Date: 12/03/2012 </p> <p>*Employee Group: Professional (W60) Non Unit </p> <p>*Is this a Positioned Job? Yes </p> <p>*Position Number: 00001540 </p> <p>Reports To Position Number: </p> <p>*Department: W875000 </p> <p>*Job Code: MC2038  Applic Database Developer III *Full/Part Time</p> <p>*Location Code: SOUTH ST  South Street *Regular/Tempo</p> <p>*Standard Hours: 40.00 *FTE: 1.000000</p> <p>Mail Drop ID: IM1</p> <p align="right"> </p>														
4.	<p>Then update the <b>Compensation Data</b>, change the new <b>“GL Combination Code”</b>. Once the code selected, the other fields (Fund, department and program code will be autopopulated. Then Click <b>“Next”</b></p> <p>Position: 00001540 Web Developer, Sr.</p> <p>Department: W875000 Information Services</p> <p>eForm ID: 632</p> <p><a href="#">View Original Comp Data</a></p> <p><b>Compensation Data</b></p> <p>Employee Type: Exception Hourly </p> <p>Bi-Weekly Rate:  Annual Rate: </p> <p>Plan W6A Salary Grade 75</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p align="center">Compensation Rate </p> <p>Begin Date 07/01/2010</p> <table border="1"> <thead> <tr> <th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class</th></tr> </thead> <tbody> <tr> <td>1</td><td>W108480</td><td>11000</td><td>W875025000</td><td>F10</td><td></td><td></td></tr> </tbody> </table>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class	1	W108480	11000	W875025000	F10		
	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class									
1	W108480	11000	W875025000	F10											

Step	Action
5.	<p>Review the <b>Time &amp; Labor Data</b> and click “Next”.</p> 
6.	<p>Then choose the <b>Action Code</b> as “Data Change”. Click “Submit”.</p> <p>eForm ID: 632</p> 
7.	<p>Click “Yes” to submit the form when Pop up message comes up.</p> 

Step	Action
8.	<p>The <b>form status</b> indicates that you have submitted this form.</p> 
9.	<p><b>Congratulations!</b> You have entered a <b>Funding Change</b>.</p> <p><b>End of Procedure.</b></p>